

2021 SECC Pledge Drive



Ambassador Training

SECC Introduction & VSUW Partnership

Linda Stiles

SECC, Executive Director

Laura Kaiser

Valley of the Sun United Way

Mission of the SECC

To empower Arizona state employees and retirees to strengthen their communities through the funding and support of charities.

CHARITY TRIVIA

What is the emblem of Red Cross?

- a) Red cross with blue background
- b) Red cross with yellow background
- c) Red cross with white background
- d) Yellow cross with red background



In hours, minutes and seconds,
what is the fastest time ever to
build a Habitat for Humanity
House?

Hint: This was a world record!



3 Hours

26 minutes

34 seconds

How many meals does
St. Mary's Food Bank
estimate it will provide
in 2021?



1,000,000 MEALS!

What is the largest
non-formal youth
educational
organization in the
United States?



Over the past 28 years,
how much have state
employees donated to
charity through SECC?



SECC History

500 CHARITIES

28 YEARS

\$29 MILLION

This year's goal

\$700,000





SECC PLEDGE DRIVE

**Monday, October 4th-
Friday, November 19th**



SECC 101

The Basics

Charity Application Process

Criteria for Independent Charities and Federations

IRS Charitable Organization 501(c)(3)	Completed 990
List of Current Board Members	Audit & CPA Opinion (over 500K)
Documentation of Services Provided	Letter from CPA (under 500K)
Location of Services Provided	Administrative Overhead 25% or less
Financial Statements	Signed Certifications Document

SECC Administrative Costs

SECC operates with up to 10% admin/overhead costs and at least 90% directly donated to SECC charities

If the SECC operations do not use the 10% allocation; the remaining is donated directly to SECC charities

Each charity is carefully vetted to ensure it meets the 25% admin/overhead costs maximum



SECC Login



EIN (9 digits):

Y.E.S Password:

Log In

Arizona State Employee Charitable Campaign




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Welcome to the SECC Click and Give Site!

The Click N Give System allows you to electronically select the charities to whom you'd like to donate. You can choose to donate on the Click N Give System via Credit or Debit Card, or through payroll deductions.

- Click [here](#) to make your donation today!
- Click [here](#) to view your previous donations.

Nonprofit Organizations		Contributions for LINDA STILES (Not LINDA STILES? Click here)	
<div>Search</div>			
<h3>Search Nonprofit Organizations</h3>			
By Text:	<input type="text"/>		
By Service Provided:	<input type="text"/>		
By ST-Code:	<input type="text"/>		
By Location:	<input type="text"/>	<input type="button" value="Search"/>	
<div> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> <input type="button" value="6"/> <input type="button" value="7"/> <input type="button" value="8"/> <input type="button" value="9"/> <input type="button" value="10"/> <input type="button" value="Next"/> <input type="button" value="Last"/> </div>			
<div> <input checked="" type="checkbox"/> 1-800-RUNAWAY </div>			
<div>  <div> ST-Code: ST1390 Services Provided: Children, Emergency Response, Homelessness - Shelter, Human Services, Mental Health, Youth (teens) Location: County, National Website: [1800RUNAWAY.org] Phone: 773-880-9860 24/7/365 1-800-RUNAWAY hotline and 1800RUNAWAY.org online crisis intervention services for youth and their families Overhead Percentage: 20% </div> </div>			

Instructions

Check off each nonprofit you wish to donate to using the lists on the left. When you have checked off all of your nonprofits, enter your contribution in the form below and click Continue.

If you do not wish to designate your gift to a specific organization, you may contribute to the "Undesignated" fund. The SECC will distribute the undesignated funds to a charity or charities considering donation patterns as a guide for selection.


Enter contribution amounts:

☐ Annual
 ☒ Pay Period



Undesignated \$

Total \$0.00

☒ **100 Club of Arizona**



ST-Code: ST606
Services Provided: Children, Education, Human Services, Mental Health, Youth (teens)
Location: County, State
Website: [\[www.100club.org\]](http://www.100club.org) **Phone:** 602-485-0100
 The 100 Club supports city, county, state, federal, and tribal public safety agencies. This includes fire services, probation, corrections, parole in the state of Arizona. **Overhead Percentage:** 32%

Nonprofit Organizations	
<div>Search</div>	
<h3>Search Nonprofit Organizations</h3>	
By Text:	<input type="text" value="humane society"/>
By Service Provided:	<input type="text"/>
By ST-Code:	<input type="text"/>
By Location:	<input type="text"/>
<input type="button" value="Search"/>	
<div> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/> </div>	
<div> <input checked="" type="checkbox"/> Arizona Humane Society </div>	
<div>  <div> ST-Code: ST1111 Services Provided: Animal Welfare, Emergency Response Location: County, State Website: [azhumane.org] Phone: 6029977585 We rescue, heal, adopt and advocate for homeless, sick, injured and abused pets. We are committed to providing second chances and saving the lives of animals. Overhead Percentage: 17.1% </div> </div>	
<div> <input type="checkbox"/> Humane Society of Southern Arizona </div>	
<div>  <div> ST-Code: ST1348 Services Provided: Animal Welfare Location: County Website: [www.HSSAZ.org] Phone: 5203213704 The Humane Society of Southern Arizona, in Tucson, serves animals with shelter and adoption services; low-cost spay, neuter, and vaccinations, and education programs and anti-cruelty efforts. Overhead Percentage: 21% </div> </div>	
<div> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/> </div>	

Contributions for LINDA STILES (Not LINDA STILES? Click here)	
<h3>Instructions</h3> <p>Check off each nonprofit you wish to donate to using the lists on the left. When you have checked off all of your nonprofits, enter your contribution in the form below and click Continue.</p> <p>If you do not wish to designate your gift to a specific organization, you may contribute to the "Undesignated" fund. The SECC will distribute the undesignated funds to a charity or charities considering donation patterns as a guide for selection.</p>	
<h4>Enter contribution amounts:</h4> <p> <input type="radio"/> Annual <input checked="" type="radio"/> Pay Period </p>	
Undesignated \$ <input type="text" value="0"/>	
<hr/>	
Total \$0.00	
<input type="button" value="Continue"/>	

Arizona State Employee Charitable Campaign



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Payment Method

Choose one of the payment methods below.

If you wish to pay with cash, or a paper check, you must use the [printed pledge form](#).

Contribution total amount due is **\$5.00**

- ☐ **Payroll Deduction:** Amount is divided into 26 equal paycheck deductions
Payroll deductions can only be submitted during the fall campaign.
- ☒ **Credit / Debit Card:** One-time payment for full amount

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State Employees Charitable Campaign

Order Number 1497

Total: \$52.00 USD

Pay with Credit Card or Log In





PayPal  Secure Payments

Country:

First Name:

Last Name:

Credit Card Number:

Payment type:    

Expiration Date: / CSC: [What's this?](#)

Billing Address Line 1:

Billing Address Line 2:

City:

State:

ZIP code:

Home Telephone:

Email:

ALREADY HAVE A
PAYPAL ACCOUNT?

[Log In](#)

[Review Donation and Continue](#)

[Return to State Employees Charitable Campaign](#)

PayPal protects your privacy and security.
For more information, read our [User Agreement](#) and [Privacy Policy](#).

Arizona State Employee Charitable Campaign



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Contributions for \$5.00

At SECC, We know there are many ways to help. If you do any volunteer work for non-profits, please let us know.

I volunteer hours per month.

[Pay Using Credit / Debit Card](#)

Contribution Confirmation Receipt - SECC Campaign Year

If you chose payroll deduction method, the first deduction will occur on January

thank you for your contribution!

Contribution Summary

Date:

ST Code	Organization Name	Annual Amount	Volunteer Info
12583	Alice's Place, an Empowerment Center	\$52.00	No
Total:		\$52.00	

Method of payment is **Credit / Debit Card**

The transaction will be shown as "Arizona State Employees Charitable Campaign" on your statement.

No goods and/or services were provided in connection with this contribution.

[Print](#)

[SECC Home](#)

State Employees Charitable Campaign Pledge Card

Name _____	Employee Identification Number _____	Home Zip Code _____
State Agency _____	Email _____	

PAYROLL DEDUCTION CONTRIBUTION:

I choose payroll deduction (26 pay periods) of the following amount per pay period.

- ☐ \$ 25.00
 ☐ \$ 20.00
 ☐ \$ 15.00
 ☐ \$ _____ - other payroll deduction amount
 ☐ **\$38.47 – Leadership Giver**
☐ \$10.00
 ☐ \$5.00
 ☐ \$2.00
 ☐ \$ _____ - Super Giver (equals one hour of pay per pay period)

CASH or CHECK CONTRIBUTION:

I choose to make my onetime gift by: ☐ Check \$ _____ (amount) Check # _____
☐ Cash \$ _____ (amount)

*Any gift under \$1 per pay period must be given as a onetime cash or check donation

CREDIT CARD CONTRIBUTION:

I choose to make my onetime gift by: ☐ Visa ☐ MasterCard ☐ Discover ☐ Amex (\$25 minimum transaction required)

\$ _____ (amount) Account Number: _____ - _____ - _____ - _____ Exp. Date ____ / ____ Card Security Code _____

Authorization Signature _____ Date _____

*Authorizing Credit Card Charge

Charity Selection (Maximum selection 10 charity selections)

Direct my contribution to: See SECC website <https://secc.az.gov/charity-corner>

SECC Code _____	Charity _____	Total annual amount _____
SECC Code _____	Charity _____	Total annual amount _____
SECC Code _____	Charity _____	Total annual amount _____

☐ Undesignated **SECC highly encourages a charity designation, if undesignated SECC Executive Committee will select the 1-2 beneficiaries at campaigns end

☐ I am interested in being contacted to learn more about volunteer opportunities at my selected charity/charities.

By signing this form, I attest that the above payroll cash, check, or credit card donation was made by me for the stated charities.

Signature of Donor _____ Date _____ Phone _____

No goods and/or services were provided in connection with this donation.

Paper Pledge Form

When one-time cash/check donations are received, a pledge card(s) must be completed by the employee(s) indicating the total amount of the donation and charity selection

The total of all pledge card(s) should equal the total deposited amount

The deposit receipt from the bank and actual pledge card(s) shall be transmitted with the SECC cash/check envelope cover sheet provided to agencies to the SECC office.

A copy of the pledge card(s) or deposits can be maintained by the agency if desired

Special Instructions & Reminders

Make sure pledge cards are legible, make sure it is signed

If the credit card is selected, ensure the authorization signature has been completed

Campaign charity list can be accessed online and keyword searches can be performed in database

Remind employees that we cannot permit charity write-ins

Best option for giving – ONLINE through Click and Give System

Ask everyone to give and thank everyone even if they don't give

Credit Card & Sensitive Information Procedures

Manual Credit Card Donation

BE CAUTIOUS WITH PLEDGE CARDS!

Develop a pledge card storage system

- Use the same safe or storage system as cash/check

Maintain adequate record of pledge cards received and pledge cards turned into SECC

Ensure no pledge card with sensitive data is left out for open viewing at ANY TIME!



State Employees Charitable Campaign Employee **Payroll Deduction** Pledge Card(s) Transmittal

(Please print clearly)

SECC Steering Committee Contact	SECC Ambassador Contact	ADOA SECC Office
Name	Name	Linda Stiles
Agency	Agency	Dept. of Administration
Address	Address	100 N. 15th Ave Suite 401
		Phoenix, AZ 85007
Phone	Phone	602-542-7770
Date	Date	Date

Number of Pledge Cards Enclosed: _____

Do **NOT** enclose more than 50 pledge cards per envelope

Send documentation to the SECC Office.



Cash and Check Handling Procedures



RESPONSIBILITY

The individual(s) charged with handling cash and donations are personally responsible and liable

Written procedures on all cashiering and cash control policies should be maintained by each agency

Cash must be properly safeguarded (safe, locked desk, locked file cabinet) and recorded.

All safe combinations and keys should be restricted to only a number of essential employees



State Employees Charitable Campaign Employee **Cash/Check/Money Order** Pledge Card(s) Transmittal

(Please print clearly)

SECC Steering Committee Contact		SECC Ambassador Contact	ADOA SECC Office
Name		Name	Linda Stiles
Agency		Agency	Dept. of Administration
Address		Address	100 N. 15 th Ave Suite 401
			Phoenix, AZ 85007
Phone		Phone	602-542-7770
Date		Date	Date

Number of Pledge Cards Enclosed: _____

Amount enclosed: _____

☐ **Bank Deposit Slip enclosed**

Do **NOT** send cash or checks – Make deposit and attach original receipt to this form.
Send documentation to the SECC Office.

Do **NOT** enclose more than 50 pledge cards per envelope

Campaign Ambassadors

Make a hands on difference in your community

Encourage others to foster community responsibility

Strengthen relationships with your co-workers

Demonstrate your leadership skills

Sharpen your project management skills



- **YOU** make the difference
- **BE Personal**
- Understand “**WHY SECC?**”
- **DON'T** be afraid to **ASK**



Hold an ASK Meeting

- Virtual ASK Meetings
- Lunch and Learn
- Invite Charity Speakers that
would interest your employees

Agency Leadership Involvement

Initiate contact with agency leadership

MAKE THE ASK! – We want their support

Develop an action plan with your agency leadership
– We want their buy in

Gain their commitment to help make the ASK

Involvement Ideas

Agency leadership attends and endorses SECC at ASK meetings

Agency leadership encourages SECC involvement in inner-agency communication

Rallying employees through inner-agency competition

Agency leadership works with Ambassador to host a special event

WEEKLY CAUSES

- Hunger and Homelessness
- Foster Children
- Seniors
- Veterans
- Companion Animals
- Environment
- Medical/Disabilities



VIRTUAL EVENTS

Photo Contest

Cooking Lesson

Private Concert

**Halloween Costume
Contest**

Trivia Competition

Silent Auctions

Funds Request Forms

Donated by: OneAz Credit Union



Ambassadors can request funds for ASK Meetings & Special Events

Funds can be requested for up to \$50

SECC office will review each request within 48 hours

Funds will be given in the form of a gift card.

Ambassadors will be required to send backup documentation and receipts on money spent to the SECC office

Donations of Good and/or Services

- You are responsible to keep all donated items safeguarded and locked
- Keep a record of the donation (vendor who donated, its purpose, how it was used, value of donation)
- At end of campaign, send final list to SECC office
- Keep SECC office informed throughout the campaign of vendors who donate so they can be listed on website

Special Events Procedures

Special Events Dollars

SECC funds may not be withdrawn from either the budget or pledges to reimburse setup costs

Reimbursements should be made prior to the funds being deposited into the SECC account at Chase Bank (Contact SECC office for account information)

Receipts need only be issued to individuals who ask for them



State Employees Charitable Campaign Special Event Deposit Form

(Please print clearly)

SECC Steering Committee Contact	SECC Ambassador Contact	ADOA SECC Office
Name	Name	Linda Stiles
Agency	Agency	Dept. of Administration
Address	Address	100 N. 15 th Ave Suite 401
		Phoenix, AZ 85007
Phone	Phone	602-542-7770
Date	Date	Date

CHARITY CHOICE

Direct my contribution to: See SECC link <https://secc.az.gov/charity-corner> for charity choices.

SECC Code _____ Charity _____ Total annual amount _____

SECC Code _____ Charity _____ Total annual amount _____

SECC Code _____ Charity _____ Total annual amount _____

Description of Event and Date: _____

Amount enclosed: _____

☐ **Bank Deposit Slip enclosed**

Do NOT send cash or checks – Make deposit and attach original receipt to this form.

Send documentation to the SECC Office.

*****All special events must be approved by the SECC office if requiring the use of the fiscal agent 501(c)3 number*****

Event posters, flyers, emails or other written event notifications shall contain one of the following statements:

- Funds raised for no specific charity, the statement shall read: “All net proceeds benefit the SECC”
- Funds raised for a specific SECC approved charity, the statement shall read: “All net proceeds benefit (enter the name of the charity)”
- Upon approval of the event, all written SECC event notifications shall also contain the following statement: “The SECC Campaign is conducted in partnership with its fiscal agent, the Valley of the Sun United Way, 501(c)(3), 86-0104419”
- Upon completion of the event money shall be deposited in the SECC account at Chase Bank
- Special event documentation should be sent to the SECC office. It should be accompanied by the Chase Bank deposit receipt and the Special Event template form



**Valley of the Sun
United Way**

Why We Should Give



ACTIVATE: 2020

vsuw.org

95 YEARS
SERVING THE VALLEY



AGENDA

- VSUW Impact Overview
- AZ Charitable Tax Credit
- COVID-19 Response
- Engagement Opportunities
- Questions



vsuw.org

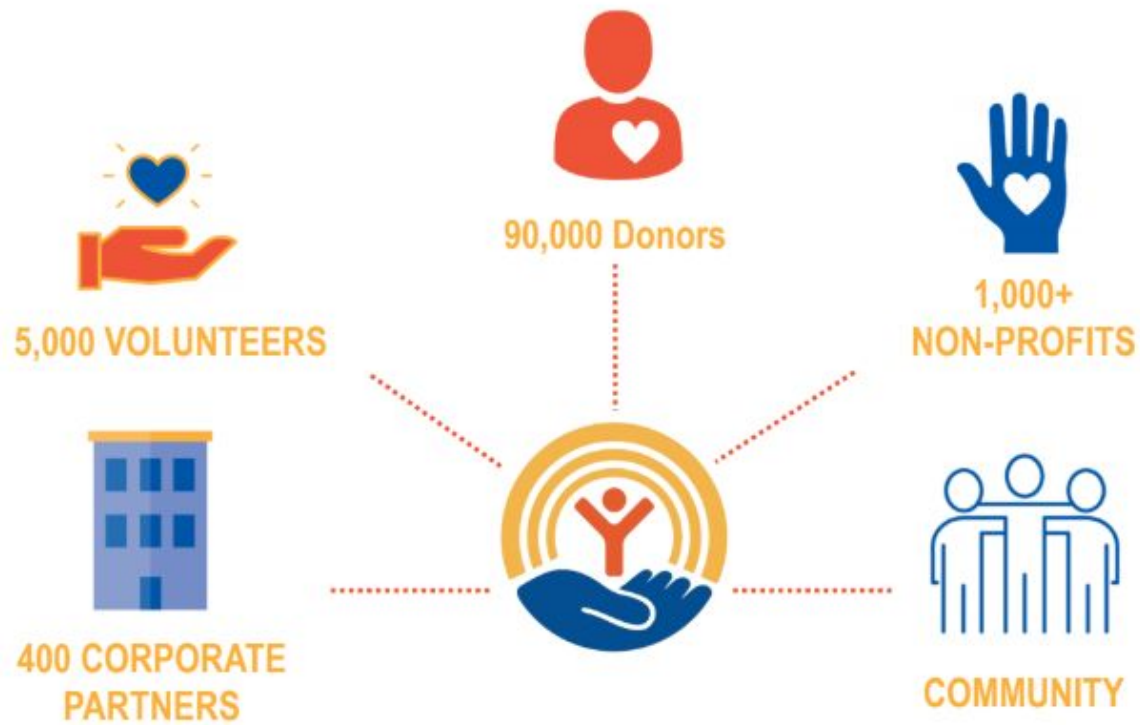


IN MARICOPA COUNTY

644,000

PEOPLE LIVE IN POVERTY

(1 IN 3 ARE CHILDREN)



vsuw.org

95 YEARS
SERVING THE VALLEY

United Way
Valley of the Sun
United Way



60,000+

KIDS RECEIVED
BREAKFAST IN THE CLASSROOM

YOUR DONATION MAKES AN IMPACT!

300,000

HOURS MENTORING KIDS
IN AFTER-SCHOOL PROGRAMS

7,000

ADULTS AQUIRED
JOBS

AZ CHARITABLE TAX CREDIT

vsuw.org

95 YEARS
SERVING THE VALLEY

United Way
Valley of the Sun
United Way



Arizona Helping Hands

Bringing Hope to Children in Foster Care

AZHELPINGHANDS.ORG

Kristi Perry
Development Manager

2021 Campaign Goals

Linda Stiles

What do
you
want to accomplish this year?



SECC PLEDGE DRIVE October 4th Kickoff



Virtual Charity Fair



SECC Virtual Charity Fair

Welcome to the SECC Virtual Charity Fair. Please let us know which charities you visited! If you view four or more charity videos by Friday, October 8th, you will be entered into a drawing for a chance to win some cool prizes. For more information, go to secc.az.gov.

(Prizes will be awarded by our platinum sponsor, OneAZ Credit Union.)

Name *

Short answer text

Agency *

Short answer text

Email *

Short answer text

Phone *

Short answer text

I viewed the following charity videos: *

Long answer text

GIVE
Together



SPECIAL
EVENTS
ARE BACK!

FURBaby

FUN RUN

LIVE
AND
VIRTUAL





It's Back!
Mon. Nov. 1st

The SECC
CLAY TARGET
FUN SHOOT



ARIZONA
STATE FAIR
OCT 1 - 30

SECC Day at the State Fair
Thurs., Oct. 14th

Holiday



online auction

2021 Campaign Incentive Program

Linda Stiles
SECC, Executive Director

Lisa Day
OneAZ Credit Union

SECC PLATINUM SPONSOR



Weekly Prize Give Away

Presented by: OneAz Credit Union



Prizes awarded each of the first 5 weeks of the campaign

Eligible employees must donate \$52 or more and submit their pledge either online or through the paper pledge form to the SECC office by close of business on Friday of each week.

The weekly prizes will be as follows:

Week 1 – Apple Watch

Week 2 – Grocery Store Gift Card

Week 3 – Go Pro Camera

Week 4 – Southwest Airlines Gift Card

Week 5 – Amazon Gift Certificate

Prizes are subject to change based on availability. The winners will be drawn by an audited selection process via a random number generator. The winners must be a State of Arizona employee or retiree at the time of the drawing.



Prize Squad Give Away

Presented by:

OneAz Credit Union



Ten (10) lucky state employee winners will receive a HUGE \$500 check from the Prize Squad.

The winner takes home \$250 and staying true to the SECC mission, donates the other \$250 to an SECC charity of their choosing.

Prize Eligibility rules are:

To be eligible for this giveaway, online pledges must be submitted online or paper pledges must be received in the SECC office no later than November 19, 2021.

The ten winners will be drawn by an audited selection process via a random number generator on or about December 10th.

The winner must be a State of Arizona employee or retiree at the time of the drawing.

SECC CAMPAIGN CALENDAR

August 26th-	Training, Preparation for campaign season, Schedule donor meetings, Schedule special events
October 4th-	Campaign Launch & Kick-off Event at Wesley Bolin Plaza
October 13th -	Week One Prize Drawing: iPad Mini 5
October 18th -	Week Two Prize Drawing: Visa Gift Certificate
October 25th -	Week Three Prize Drawing: GoPro Camera
November 1st -	Week Four Prize Drawing: Restaurant Gift Certificate
November 8th -	Week Five Prize Drawing: Amazon Gift Certificate
November 19th -	Campaign Pledge Drive Ends
December 10th -	\$500 Prize Winners Drawn (\$250 to keep/\$250 to donate to charity)
December 31st -	Remaining Special Event Forms Due
Jan. – Feb. '22 -	Prize Squad Virtually Delivers Prizes

All Year host agency special events!

SECC Resources

secc.az.gov

A yellow lottery ticket with a serrated left edge and a rounded right edge. The ticket is tilted slightly to the right. It features a large, bold, black outline. Inside this outline, the words "THE BIG" are written in a smaller, bold, black font, and "DRAWING!" is written in a much larger, bold, black font. To the right of the main text, the number "4529725" is printed vertically in a black font.

**THE BIG
DRAWING!**

4529725

**Thank you for participating
today. And the winner is...**